

CLT TENANT MODIFICATIONS STANDARDS

The **CLT Tenant Modification Standards** are enforced by the Charlotte Douglas International Airport (Airport) and apply to all Tenants and their contractors performing up fits and modification within the passenger terminal and all other Airport owned facilities.

Approval by the Airport is required any time a Tenant desires to perform ANY modifications to existing systems and/or interior/exterior construction renovations on Airport owned facilities except for routine maintenance on Tenant-installed equipment. The approval process and requirements necessary are explained throughout this document. A properly completed Tenant Modification Agreement (TMA) through the E-builder online platform and the required documents listed under Submittal sections must be submitted to and approved by the Airport, prior to applying for any local, state, and/or federal permits that may be required. This is to ensure that the documents are reviewed and approved according to CLT standards prior to being reviewed by other jurisdictions.

Tenants may not proceed with any work within or affecting the Tenant's leased premises without the prior written approval by the Airport. Any Tenant work undertaken without the prior written approval of the Airport may, at the discretions of the Aviation Director, be removed from the Tenant's leased premises and the leased premises restored to its prior condition at the sole expense of the Tenant. Any deviation from approved plans and specifications require written approval from the Airport.

PURPOSE

1. Assist Tenants in the safe and efficient execution of their projects.
2. Ensure compatibility with existing facilities and systems, compatibility with Airport development plans, and the Airport Master Plan.
3. Ensure that all requirements for Tenant projects are understood early on to avoid project delays.
4. Ensure the project is efficiently coordinated and communication is maintained at all project phases.
5. Minimize the potential impact to other Tenants and Airport operations
6. Ensure compliance with CLT Signage & Display Standards.
7. Ensure compliance with Airport operation requirements and regulations, including badging and security.
8. Ensure compliance with all applicable building codes and state and local laws, regulations and ordinances.
9. Ensure Tenants and their contractors are aware of their responsibilities regarding potential exposure of occupants to hazardous materials, substances or pollutants.
10. Enable the Airport to maintain an accurate database and map of its facilities properties and infrastructure.
11. Assist Tenants with complying with their contractual requirement to obtain written consent from the Airport to make any alterations or additions to Airport Property.

These are provided for the use of Tenant managers, Tenant corporate office property developers, consultants, and engineers or contractors hired by the Tenant. This document is subject to revision.

PROCESS

1. Discuss preliminary scope of work with Airport Tenant Services Coordinator, phone: 704-359-4630, email: tmarequest@ci.charlotte.nc.us
2. If the scope of work is extensive or involves new construction, a pre-design meeting may be held. The purpose of the pre-design meeting is to discuss the project concept and scope and determine conformance with the Airport Master Plan. The Airport will also be able to answer any design questions and explain other requirements that will assist Tenant with the development of plans, drawings, and specifications.
3. Upon approval of concept by the Airport, Tenant is to complete a Tenant Modification Application. (TMA)
4. Submit the appropriate documents via E-builder (see "E-builder TMA Submittal Process")
5. Documents are reviewed by the TMA Committee which is comprised of individuals from each Airport Division. Once the TMA Committee has determined all documentation for the planned work follow Airport standards and all other requirements have been met, the Tenant and its contractors may submit the drawings to other agencies having jurisdiction for permitting.
6. All communication for the TMA process will be completed through the E-builder online process. The E-builder process will take the Tenant step by step through the application process, committee review, project execution, and closeout phases.
7. Charlotte Douglas International Airport does not currently charge a fee for the application process. Work completed without written Airport approval will be subject to removal at the Tenant's expense. All project permitting and development costs, fees, and taxes required to complete the work are the responsibility of the Tenant and its contractor.

E-BUILDER TMA SUBMITTAL PROCESS

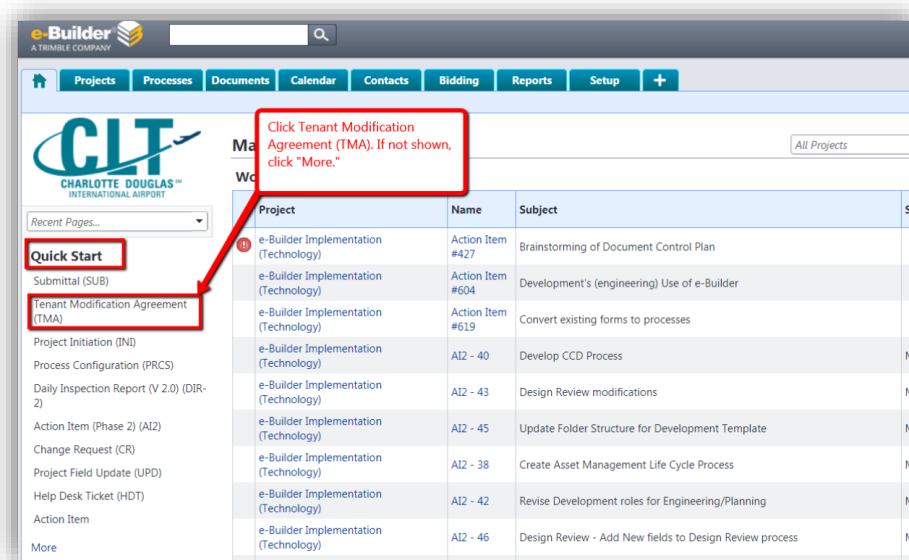
1. All Tenants submitting TMA request MUST have an account on E-builder and utilize the below process.
2. If you do not have an account on E-builder one will be provided to you through the CLT Properties Department. Please contact the Airport Tenant Services Coordinator to assist with this process, phone: 704-359-4630, email: tmarequest@ci.charlotte.nc.us
3. The Airport will provide all training required to use this program and assist throughout the process if anything is needed.

Submitting Tenant Modification Agreement (TMA)

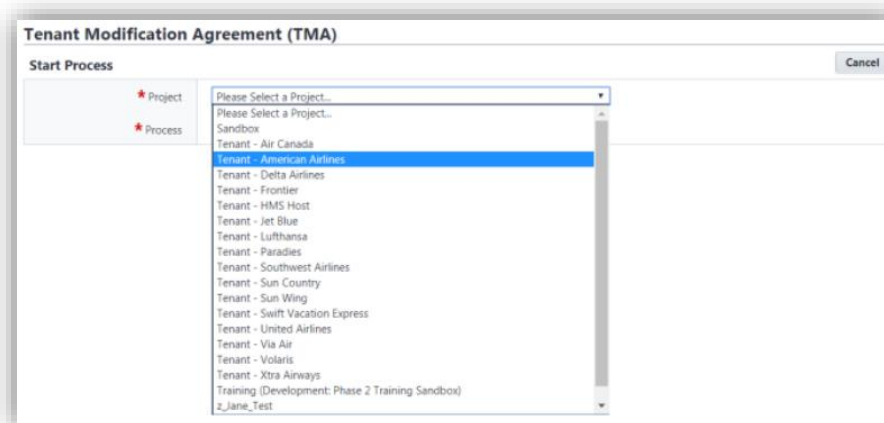
1. Navigate to <https://app.e-builder.net/www/index.aspx?ReturnUrl=/index.aspx>
2. Type in Username and Password and click Log In.



3. Under the Quick Start Menu, click Tenant Modification Agreement (TMA)
 - a. If the Tenant Modification Agreement (TMA) is not shown, select "More."
 - b. Thereafter select Tenant Modification Agreement (TMA) from the drop down list under "Process."

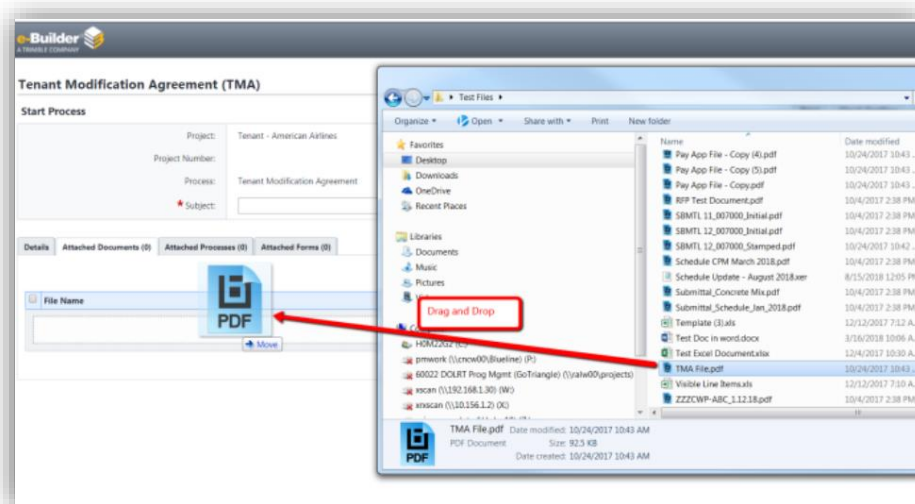


4. Choose the appropriate project.



5. Fill in all required (*) fields and any other fields, as needed.

6. Attach any documents in "Attached Documents" tab.
 - a. Drag and drop files from Windows Explorer or you computer



- b. Once upload is complete, click "Finish."
7. Once all data and attachments, if necessary, are filled in and attached, click "Submit."

8. The process will move to the Authorized Signer's court thereafter.

TMA GUIDELINES

Following these guidelines will result in an organized process with a cleared understanding of how, when, and what is required for the process.

Please note: the TMA Review Committee meets every Wednesday at 2:00 PM

1. Submit a complete form through E-builder
 - a. Any missing information will result in submittal being sent back to the initiator for revision due to lack of information and delaying the request.
2. Supporting documentation including plans, drawings, specifications, photos, load factors, and any other pertinent information relative to the request must be included with the submittal
 - a. Failure to include these items will result in submittal being sent back to the initiator for revision due to lack of information and delaying the request
3. All submittals must be signed by the designated Authorized Signer.
 - a. This is someone who has been identified to CLT as having the ability to commit funds for requested work.
4. Deadline: Submittal by Noon on Tuesday to be considered at the Wednesday, Review Committee meeting
 - a. This allows time for the information to be entered and provided to members prior to the meeting
 - b. A TMA number will be assigned to the project via E-builder
 - c. There is no guarantee that submittals will be reviewed the immediate Wednesday meeting following submittal.
5. Any communications after original submittal must be through the TMA E-builder process or must identify the TMA number assigned by CLT

For CLT managed request, please do not submit a TMA until you are committed to funding the request. For Tenant Managed projects, it is the responsibility of the contractor to obtain all necessary permits for any work performed. Mecklenburg County issues all permits, with information on requirements at

<http://charmeck.org/mecklenburg/county/LUESA/CodeEnforcement/Pages/default.aspx>